



State of Arizona
Department of Education

Tom Horne

Superintendent of
Public Instruction

January 22, 2008

Dear Superintendent:

A.R.S. §15-756.04 A, established the Structured English Immersion (SEI) fund to provide a mechanism for funding the incremental costs to implement Models of Structured English Immersion as adopted by the Arizona English Language Learners (ELL) Task Force. The budget request forms were adopted by the Task Force at the November 8, 2007 meeting.

You will have the opportunity to submit an application for these funds beginning on Thursday, January 24, 2008. The submission application will close on Friday, February 8, 2008.

Training has been provided throughout the state to help districts in computing their incremental costs and submit their budget applications. We remain willing to assist. Attached are copies of the budget request forms, which are also posted on the Arizona Department of Education (ADE) ADE website at <http://www.ade.az.gov/asd/lep/SEIBudgetRequestForms.pdf>. We have strongly encouraged, and continue to encourage, districts and charter holders to begin work on their budget request forms as soon as possible and to contact ADE for any needed assistance.

A.R.S. §15-756.03 C, states that ADE shall verify that all budget requests are accurate and compliant with the forms established by the Task Force. ADE will collect all budget requests and submit them to the legislature for funding.

In order to be submitted to the legislature for funding, budget requests must adhere to the budget request forms and comply with the SEI Models including the following provisions:

- Budget requests must be based on a Task Force-approved SEI model
- Budget requests must be made on a school-by-school basis
- Budget requests shall include only the incremental costs required to implement the models
- Budget requests must be signed by the District Superintendent or Charter School Principal and the Chief Financial Officer
- An accurate and compliant budget request for FY 2008-2009 must be submitted on or before the deadline of February 8, 2008

The budget request forms are specific regarding approved and non-approved costs. ADE recommends that districts submit a draft version of their proposed budget request to ADE for preliminary review as soon as possible.

Districts that attended training have been provided a case manager to assist them. If a district does not know if they have been assigned a case manager, please contact Rebecca Hernandez at (602) 542-0753.

When the budget request application becomes active on January 24, 2008, applicants can access the application at <https://www.ade.az.gov/CommonLogon/logon.aspx>. After logging in select the link "SEI Budget Request Application."

If the link does not appear, or if you do not have Common Logon access (or if you have any questions regarding the Common Logon), applicants should contact the ADE Support Center. Applicants in the Phoenix area may phone (602) 542-7378. Applicants outside the Phoenix area may phone (866) 577-9636. Questions may be e-mailed to enterprise@ade.az.gov

If a district or charter holder is applying for an Alternate Proposed Program, please be advised that it is not possible for the Task Force to approve the model before the budget application process closes, preventing the district or charter holder from requesting/receiving SEI funds based on the Alternate model. It is advisable for all districts to choose to implement the adopted models. Should an alternate proposed program be adopted by the Task Force, a district could consider revising their model selection at a later date. The Task Force may approve modifications to the pending budget request to meet the requirements of the revised model.

ADE has developed a formula intended to help schools and districts determine the number of incremental teachers needed. An LEA may request, from their case manager, a worksheet that contains the number of incremental teachers needed based on this formula. The case manager will need the schools' 2006-2007 actual class size and teacher staffing data to create the worksheet.

SEI Budget request training sessions and application workshops are scheduled through February 7, 2008. Registration is available online at the home page of Office of English Language Acquisition Services at <http://www.ade.az.gov/asd/lep/>.

Please do not hesitate to contact the staff of the Office of English Language Acquisition Services for any assistance you need.

Sincerely,



John A. Stollar, Jr.
Associate Superintendent for Accountability
Arizona Department of Education